

## **Procedure to File a Town of Cobleskill Subdivision with the County Clerk**

All approved [Town Subdivisions](#) are required to be filed at the County Clerk's Office within 62 days of signed and stamped approval from the [Town of Cobleskill](#) Planning Board.

The applicant is required to have at least four (4) paper copies of the survey map and one (1) mylar of the survey map signed and stamped approved by the [Town Planning Board](#).

one (1) paper map goes to the [Secretary](#) to be filed as a permanent record at the Town Clerk's Office  
one (1) paper map goes to the [Town Zoning Officer](#)

two (2) paper maps and one (1) mylar of the survey map goes to the County as follows:

**First:** [Real Property Tax Office](#)

**Second:** [Treasurer's Office](#) with a fee of \$10

**Third:** [County Clerk's Office](#) with a filing fee of \$10

***\*\*If the approved subdivision is 5 or more lots less than 5 acres each...  
[County Health Dept.](#) approval is required before the subdivision is filed  
at the County Clerks Office\*\****

### **Taxes must be current and the applicant is responsible for the following:**

\*If the Subdivision is approved between **January 1 – May 31** of the year the [Cobleskill Town Clerk's Office](#) shall stamp a certification; that the current Town & County Tax is paid, on the mylar and two paper maps that will be filed with the County.

\*If the Subdivision is approved between **January 1 – October 31** of the year **and any of the subdivided parcel is in the [Village of Cobleskill](#)**, the [Cobleskill Village Clerk's](#) office shall stamp a certification; that the current Village Tax is paid, on the mylar and two paper maps that will be filed with the County.

\*If the Subdivision is approved between **September 1 – October 31** of the year the [Cobleskill-Richmondville School District](#) shall stamp a certification; that the current School Tax is paid, on the mylar and two paper maps that will be filed with the County.

**Schoharie County Office Bldg. located at  
[284 Main St., Schoharie, NY 12157](#)**

**Real Property Tax Office (518) 295-8349**

**Treasurer's Office (518) 295-8386**

**County Clerk's Office (518) 295-8316**

**County Clerk's Process and Fees subject to change  
Treasurer and Real Property Fees subject to change**